



2 INCOME/CATEGORICAL ELIGIBILITY

Effective: 12/1/95

2.9 Presence of Applicants

Revised:05/16/05

POLICY: Applicants must be present for the initial certification and subsequent recertifications, except in certain limited circumstances.

PROCEDURE:

A. LIMITED CIRCUMSTANCES

1. Illness and Medical Conditions: If the participant is too ill to come to WIC clinic, verify existence of the person with another professional or agency, or by making a home visit. Other situations may include when it is against medical advice to attend WIC clinic, such as for a premature baby or an applicant with an immune deficiency or a medical condition that requires confinement to bed rest, or a serious illness that may be exacerbated by coming in to the clinic. The CPA should use discretion for unusual situations.
2. Infants: Infants do not need to be present at the initial certification (See Policy 2.7 Certification of Infants of WIC Mothers) but must be present by 8 weeks of age except for those infants who are too ill to come to clinic or those with disabilities. The reason that the infant cannot be present at the time of certification is determined appropriate by the local agency. All the required certification information for the infant must be present at the certification.
3. Individual with disabilities: If an applicant, parent, caregiver or guardian of an applicant, is a qualified individual with disabilities and is unable to be physically present at the WIC clinic because of their disabilities, the individual may be certified without being physically present. Verify existence of the person(s) with another professional or agency, or by making a home visit. All persons with disabilities are not automatically exempt from the physical presence requirement. Only those disabilities that create a barrier to the physical presence requirement for the current certification appointment may serve as a basis for an exception from the requirement.
 - a) A medical condition that necessitates the use of medical equipment that is not easily transportable.
 - b) A person with a disability is defined as a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such an impairment, or a person who is perceived by others as having such an impairment. Major life activities are



defined as functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

4. Receiving ongoing health care: A child would not have to be physically present for a recertification if being physically present would pose an unreasonable barrier and if he/she was present at his/her initial WIC certification and was present at a WIC recertification within a 1 year period (does not apply for an infant) *and* has documented ongoing health care from a provider other than the WIC project.
 - a) Examples of ongoing health care are: the child is following the periodicity schedule of the HealthCheck Program or American Academy of Pediatrics; receives routine well-child or pediatric visits; or sees a health care provider often due to health problems. This ongoing care includes height, weight and hematocrit/hemoglobin.
 - b) Documentation of ongoing health care includes: height, weight and hematocrit/hemoglobin from the health care provider on a prescription pad sheet, tablet, WIC Medical Referral Form, or letterhead. Medical data may be faxed or relayed by health care provider to WIC staff by telephone. Parent's, guardian's or caregiver's statement of data is unacceptable.
 - c) Hematocrit/hemoglobin results may not be needed if normal at the last certification. See Policy 3.11.
 - d) WIC CPAs should use professional judgement when determining an unreasonable barrier.
 - e) Participants are encouraged to attend the WIC clinic for the benefits of WIC that include the gathering of objective and subjective information through observation and physical assessment, nutrition education, and to receive other health services at the agency, such as immunizations and lead screening. The parent, guardian or caregiver would still have an appointment where health and diet history will be discussed.
5. Working parents, caregivers or guardians: A child would not have to be physically present for a recertification if he/she was present at his/her initial WIC certification and was present at a WIC recertification within a 1 year period (does not apply for an infant) *and* is under the care of one or more working parents or working primary caregivers or guardians whose working status presents an unreasonable barrier to bringing the child in to the WIC clinic.
 - a) Participants are encouraged to attend the WIC clinic for the benefits of WIC that include the gathering of objective and subjective information through observation and physical assessment, nutrition education, and to receive other health services at the agency, such as immunizations, and lead screening. The parent, caregiver or guardian would still have an appointment where health and diet history will be discussed.



- b) WIC CPAs should use professional judgement when determining an unreasonable barrier.
- c) An option is to accommodate working parents, guardians and caregivers with later hours, Saturday clinics or the use of proxies.

B. DOCUMENTATION

1. Proof of identity, income and residency are needed, as listed in Policy 2.1 Certification Requirements, and Policy 2.3 Income Eligibility.
2. Use referral data for height or length, weight, and hematocrit or hemoglobin. This information could also be obtained via a home visit by project or other professional or agency staff. See the WICPRO at the website for the Medical Referral Form and chapter 3 for related policies.
3. Document physical presence on the back of the Risk Factor/Flow Sheet by circling yes or no. If not present, check the box of the reason why an exception was made for the applicant not being present at the certification appointment. File a copy of the document(s) that explains the reason for the exception.

C. LIMITATIONS

1. For short-term situations or conditions, the length of time an applicant may be exempt from the physical presence requirement is limited to the certification period for which it was provided. At the recertification appointment, the need for an exemption must be reassessed by a WIC CPA. The CPA may consider consulting with the health care provider.
2. For long-term or permanent conditions, an extended exception to the physical presence requirement may be needed. At the recertification appointment, the need for an exemption must be reassessed by a WIC CPA. The CPA may consider consulting with the health care provider.